

NON-RESIDENTIAL AS-BUILT PLAN REVIEW CHECKLIST

Address: _____ Checked By: _____
Development: _____ Date: _____

**Recommend providing some or all of the following sheets to clearly show as-built conditions-
plans shall be 40 scale or less**

- ☐ Cover Sheet
- ☐ Layout Plan
- ☐ Grading Plan
- ☐ Utility Plan
- ☐ Tie Plan
- ☐ As built electronic files in AutoCAD 13 format or higher

All plans should show:

- ☐ North arrow
- ☐ Scale
- ☐ Engineer's/Surveyor's Stamp
- ☐ I hereby certify that the information shown on this plan accurately depicts field conditions based on an as-built survey by name of as-built surveyor) performed on (date of as-built survey)
- ☐ I hereby certify that that as-built information shown on this plan is in conformance with the approved site plans dated (date of latest approved site plan)
- ☐ I hereby certify that all handicap access ramps and parking conform to the latest Massachusetts Access Board requirements

Cover Sheet

- ☐ Project title, development name, and address
- ☐ Owner, Developer, Engineer, and/or Surveyor names
- ☐ Project zone per City of Marlborough zoning requirements
- ☐ Zoning "required vs. provided" table showing all site, building, parking, and landscaping requirements per zoning requirements
- ☐ Locus map showing all buildings within 1000 feet with scale and north arrow
- ☐ Date of Plan

Layout Plan

- ☐ Name of as-built surveyor
- ☐ Date(s) of as-built survey
- ☐ Property line information-bearings, distances, bounds, etc...
- ☐ Label building and provide building information (number of stories, square footage, proposed use, etc...)
- ☐ Dimension building setbacks per zoning
- ☐ First floor elevation
- ☐ Sill elevations
- ☐ Parking setbacks per zoning
- ☐ Label all as-built improvements including but not limited to curb, sidewalks, ramps, parking lot, retaining walls, fences, guard rail, landscaping, etc...
- ☐ Provide critical dimensions (lane widths, parking stall widths and depths (typical), curb radius, entrance width, width of sidewalk, etc...)
- ☐ Provide driveway spot grades per zoning requirements
- ☐ Pavement markings
- ☐ Handicap access ramps
- ☐ Note stating that all handicap parking spaces, ramps, and access conform to Architectural Access Board and American with Disabilities Act requirements

NON-RESIDENTIAL AS-BUILT PLAN REVIEW CHECKLIST (cont'd.)

- ☐ Note stating that all construction within the City right-of-way conform to the City of Marlborough requirements
- ☐ Existing topography
- ☐ **Grading Plan**
- ☐ Spot grades as required to show site elevations
- ☐ 2' contours clearly labeled
- ☐ Label slopes
- ☐ Benchmark and datum
- ☐ Retaining wall elevations

Utility Plan

- ☐ Show all utilities including but not limited to water, sewer, drainage, gas, electric, telephone, detention basins, etc...
- ☐ Label all utility structures including but not limited to manholes, catch basins, gates, valves, shutoffs, detention basin structures, etc...
- ☐ Provide swing ties to all structures
- ☐ Rim elevations
- ☐ Invert elevations
- ☐ Pipe types
- ☐ Pipe lengths
- ☐ Pipe slopes
- ☐ Plan shall include a note stating that all water and sewer material and construction have been inspected by the City of Marlborough and conform to the City of Marlborough requirements

Tie Plan

- ☐ Show ties to all utility structures including but not limited to manholes, catch basins, gates, valves, shutoffs, etc...

Engineering approval will not be provided if the information described above is not shown on the as-built plans. Certificates of Occupancy will not be approved unless all of the requirements stated above are completed at the time of the as-built plan submittal.